



Beauchamps High School

Consent Form Guidelines

September 2019

School Use of Photography

In order to comply with the Data Protection Act 1998 and General Data Protection Regulations (GDPR) in respect to personal data, we need to ask for your consent to your child being photographed (including digital and video images) where we propose to use the images for publicity purposes. We will not, however, include his or her full name.

Failure to complete the attached consent form will mean that you do not give consent to your child being photographed. Please ensure that your child is fully aware that they are not allowed to be photographed during any activity or school visit. If you have any queries or concerns about this matter, please feel free to discuss them with us.

Off-Site Activities

Throughout his/her career at Beauchamps High School, your child may be involved in local visits by foot, minibus or coach in order to undertake curricular or extra-curricular activities e.g. local fieldwork or sporting fixtures off-site.

In order to avoid sending individual consent forms for each local visit and away fixture, we request that if you agree to your child being allowed off-site for activities associated with the school, that you kindly fill out the form attached.

This consent will remain in force while your child remains at Beauchamps High School unless it is specifically withdrawn by the parent/guardian.

Failure to complete the attached consent form will mean that you do not give consent and your child will not be allowed to take part in any off-site activities. If you have any queries or concerns about this matter, please feel free to discuss them with us.

Cashless Catering System

Beauchamps High School uses a cashless catering system. The system allows the canteen to continue with the development of the school meal service, provide feedback to parents and enable an efficient, fast and ultimately improved quality of service.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. The system uses a biometric representation of your son/daughter's thumb print (see FAQ's) so there is no need for students to carry a card or remember a pin number.

We have two payment options available to you: online payments and coin and note payments at the pay point machine in school. All payment options are explained within the FAQ's attached. Any amount of money can be paid into a student's account and any money spent on food and drink is deducted on a daily basis. Please be aware that the company do not lend money to students, therefore please ensure there is sufficient funds available to your child to purchase food.

A daily 'spend limit' of £5.00 is programmed into the system. This can be increased or decreased by accessing the Parent Pay online system and by a written note to the Canteen Manager.



In order to comply with the Data Protection Act 1998 and General Data Protection Regulations (GDPR) in respect to personal data, we need to ask for your consent to your child's biometric data (fingerprints) to be held on our cashless catering system. This data is shared with the schools catering provider. This consent will remain in force while your child remains at Beauchamps High School unless it is specifically withdrawn by the parent/guardian. This is an opt-in process. If you do not complete the attached consent form then your child will not be allowed to use the cashless catering system in the canteen.

If you choose not to have your son/daughter registered on the Biometric System and they want to use the canteen they will need to ask the Canteen Manager for a pin code. Please note that PIN Codes do not have the same level of security and it will be your son/daughter's responsibility to remember the code and keep it secure at all times.

Once they have been registered further information will be sent to parents to explain how to login and use Parent Pay. Further information is available in the "Parents Information" page on the School website or www.ParentPay.com. **(Money put on via ParentPay takes 24 hours to register on to the system).**

I would also like to take this opportunity to remind you that if you have an annual taxable income of less than £16,190 your son/daughter may be eligible for Free School Meals. For further information please see the Information for Parents section on the School website.

Mobile Phones in School

I would like to outline the arrangements for parents who wish their child to have a mobile phone in their possession in Beauchamps High School. We have experienced a number of incidents relating to mobile phones, and the Governors and I are becoming more concerned about the potential for misuse of phones within the school. It is not acceptable for mobile phones to be ringing during lessons and assemblies, as it is disruptive and disrespectful. In addition, it is not appropriate for students to receive texts or calls, which can lead to confrontation in the classroom.

If you need to make urgent contact with your child during the school day, the Student Reception staff will give the highest priority to a message being passed to a student. Students are made aware that they are able to contact parents/guardians in an emergency by visiting Student Reception, who will make the call on their behalf. Therefore, there is no reason at all for a student's mobile phone to be switched on with the exception of break and lunchtimes. At all other times, mobile phones must be switched off and out of sight in bags or trouser pockets.

Mobile phones in use during lesson times will also be confiscated and a suitable sanction administered. Where the use of the phone becomes a significant incident, for example where a student refuses to allow a member of staff to confiscate the phone instantly, or becomes aggressive in his or her defence of its use, the phone will only be returned to the student's parent.

The use of mobile phones to take photos is an issue as images can be sent instantly to other mobile phones, e-mail addresses or posted on the Internet or in chat rooms. The use of technology in this manner is particularly appealing to young people, including school students. It is however, open to abuse and mobile phones can also become an instrument of bullying and harassment directed towards other students and teachers. Such use may amount to offences under Telecommunications Legislation.



The school is determined to do all it can do to safeguard the health, safety and welfare of students, staff and visitors. We support the view that parents should be able to contact their children when travelling to and from school and recognise the place mobiles play in the social lives of young people today.

Mobile phones are not allowed in any public examinations. Students must leave their mobile phone at Student Reception on examination days. Any student found with a mobile phone, either switched on or off, in the examination room, will be reported to the examination board and the usual sanction imposed is disqualifications from that examination.

Please ask yourself, "Does my child actually need a mobile phone in school?"

Please consider the following:

- The vast majority of our students live no more than 1.5 miles from the school – easy walking distance
- Students can go to Student Reception if they need to contact you urgently
- If your child is unwell or in a very distressed state, the school will contact you straight away
- The police are concerned at the rising number of mobile phone thefts from school children using their phone in the street. These thefts account for the recent considerable rise in "street crime"
- The growing "second hand" market in mobile phones tempts some students to steal
- Your child's mobile phone is a serious distraction if used in lesson time

Other secondary schools have outright bans on mobile phones in school. We do not wish to go down this route – unless a lack of co-operation forces it on us. In keeping with the ethos of the school, we wish to foster responsibility and co-operation with students.

If your child does bring a mobile to school, the following apply:

- Mobiles must not be seen or used in lessons. They must be switched off and placed in a bag or trouser pocket.
- Any student seen using a mobile in lessons will have it confiscated. It may be collected that evening either by the student or, where there is a particular issue, by parents from Pastoral.
- Where offensive or bullying text messages or voice mails have been sent, the phone of the offender may be confiscated and returned to a parent. The phone may be handed to the police if the offence was subject to police investigation.
- Students without a signed permission slip will have their phone confiscated
- The school accepts no liability for loss or of damage to the phone at any time whatsoever. The phone is at all times the responsibility of the child.

If you wish your child to bring a mobile phone to school you are required to complete the attached consent form.

The school accepts no liability for the loss or damage of mobile phones on the school site, whatever the circumstances.

Please note that you can opt-out or opt-in to these consents at any point. To do so please contact the school admin@beauchamps.essex.sch.uk

All information given will be treated as confidential and all data is stored in compliance with GDPR regulations.

www.beauchamps.essex.sch.uk/gdpr/



IMEI Numbers

Every mobile phone has its own individual IMEI (International Mobile Equipment Identity) number. This can be used by the network provider to disable or block a stolen phone, therefore rendering it useless to the thief. In the event of a theft or loss of a phone, a simple phone call to the network provider, armed with the IMEI number can activate this service and prevent a potentially huge bill being run up by a thief. If the phone is subsequently found, it can be reactivated by your provider, although this may involve a small cost.

There are two ways of locating the IMEI number on a mobile phone handset:

1. Displayed on the screen

By pressing the keys ***#06#** on the handset keypad will bring up the IMEI electronically on the phone screen

2. Identification sticker

Also, the IMEI number should be recorded on an identification sticker, normally located on the rear of the handset and underneath the battery

3. Ultraviolet marking

It is advisable to mark the home address postcode on the mobile phone with an ultraviolet marker pen so that if it is lost and then recovered, it can easily be identified.

We recommend that you take the time to record the IMEI number of your son or daughter's mobile phone.